



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Functional Requirements Document (FRD)

| Project# | Project Title: | Date Prepared: |
|----------|---|----------------|
| 43745 | OPM New Locality Pay Areas for PP01, 2021 | 11/24/2020 |

Scope:

On October 15, 2020, the Office of Personnel Management (OPM) issued Federal Register Vol. 85, No 200, for the General Schedule Locality Pay Areas, establishing a new Des Moines-Ames-West Des Moines, IA, locality pay area and to include Imperial County, CA, in the Los Angeles-Long Beach, CA, locality pay area as an area of application. The regulations are applicable on the first day of the first pay period beginning on or after January 1, 2021. **The applicable locality payments are unchanged from 2020 levels for 2021.**

The "Rest of U.S." locality pay percentage, which will remain the same in 2021 as in 2020, will apply in 2021 for the new Des Moines-Ames-West Des Moines, IA, locality pay area. The Los Angeles-Long Beach, CA, locality pay percentage, which will remain the same in 2021 as in 2020, will apply in 2021 for Imperial County, CA. The 2021 locality pay tables for the General Schedule are available at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/general-schedule/>.

2021 Locality Pay Area Definitions <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2021/locality-pay-area-definitions/>

This change affects all NFC serviced agencies (Community-Wide). All new Locality Table Codes for affected Duty Stations will be updated.

Assumptions:

- NFC will add 1 new Locality Code for Des Moines-Ames-West Des Moines, IA pay area.

The new TM016 LOCALITY-TABLE-CODE is 21DM.

The new Locality Rate is 15.95%.

The new TM016 LEO-TABLE-CODE is L1DM.

TM098 will be updated upon agency request.

Locality pay area code "DM" will be used in EHRI for Des Moines-Ames-West Des Moines, IA.

- Imperial County California [06|025] is moving from 4RUS/LRUS to LOCALITY-TABLE-CODE: 4LA; LEO-TABLE-CODE: LLA.
- The updates affect all pay plans with employees in the listed Duty Stations for Locality Table Code 4RUS/LRUS that are being replaced

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| | <p>with either the new Locality Table Code or the existing Locality Table Code.</p> <ul style="list-style-type: none">• Agencies (Non-Title 5) with unique Locality Table Codes will need to submit requests via ServiceNow.• Employees that are paid from a Special Salary Rate Table, in a Pay Rate Determinate Code that are not entitled to Locality pay will be excluded from this Locality Table Code Update. Refer to the 2021 Pay Raise Bulletin for the list of pay plans that will be excluded from the pay raise and the Locality Table Code Update.• To ensure documents apply correctly, agencies will run reports based on affected Duty Station Codes.• Agencies will be responsible for correcting all suspense actions.• Agencies requiring special programming must submit their requirements via annual pay raise mailbox. See Pay Raise procedures and timeline for required deadlines.• Agencies that do not have authority for a pay raise in Pay Period 01, 2021, but do have employees affected by this project and need the Locality change processed, or have pay plans listed in the pay raise bulletin to be by-passed, will need to submit Agency Unique Requirements using the Pay Raise Requirement Form to the Pay Raise Mailbox by the same timeline as Pay Raise Requirements.• Agencies that process their own pay adjustments and have employees affected by the Locality Area project, the pay adjustment action will bring in the new Locality Codes and pay based off TM016 Locality percentages.• Agencies with their own front-end systems may require modifications. Agency modifications must be implemented at the same time as NFC.• NFC will update Tables TM016, TM029 and TM098. For the affected Duty Stations, TM016 will be updated with the Locality Table Codes, percentages, and the Begin Effective Date of January 3, 2021. |
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Functional Requirements

☒ Payroll Applications Systems Branch (PASB) Requirements

TM029 and TM098:

- Add the New OPM-PAY-TABLE-NUMBER for the 1 new Locality Pay Area
- BEG-EFF-DATE to 01/03/2021.
- For all Pay Plans and Grades, update Salary Rates for all OPM-PAY-TABLE-NUMBER that corresponds with Locality Table Code/Duty Station and OPM Locality Salary File.
- Include any Agency Unique Requirements (Salary Tables)
- The Re-Definition Locality Areas will be updated for TM029/TM098 with the Pay Raise Project.

Update the 2021 Locality Salary Tables from OPM website that corresponds with the individual Locality Table Codes.

New General Schedule Locality Pay Areas Applicable in January 2021

| New Locality Pay Area | Location | State Code | County Code |
|-------------------------------------|---------------------|------------|-------------|
| Des Moines-Ames-West Des Moines, IA | Boone County, IA | 19 | 15 |
| NFC Locality Table Code: 21DM | Dallas County, IA | 19 | 49 |
| NFC LEO Table Code: L1DM | Guthrie, County, IA | 19 | 77 |
| | Jasper County, IA | 19 | 99 |
| | Madison County, IA | 19 | 121 |
| | Polk County, IA | 19 | 153 |
| | Story County, IA | 19 | 169 |
| | Warren County, IA | 19 | 181 |

Location to an Existing Locality Pay Area in January 2021

| From Existing Locality Area | Location | State Code | County Code |
|----------------------------------|--------------|------------|-------------|
| Rest of U.S. | | | |
| NFC Locality Table: 4RUS | Imperial, CA | 06 | 025 |
| NFC LEO Table Code: LRUS | | | |
| To Existing Locality Area | | | |
| Los Angeles-Long Beach, CA | Imperial, CA | 06 | 025 |
| NFC Locality Table: 4LA | | | |
| NFC LEO Table Code: LLA | | | |

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☒ **Personnel Applications Systems Branch (PESB) Requirements**

For all affected employees (all Pay Plans) in the corresponding Duty Station and Locality Table Code listed, generate Nature of Action Code (NOAC) 894/QWM/ZLM (same NOAC/AUTH for Pay Raise) along with applicable Remarks, Effective Date, January 3, 2021, Authentication date 12/31/20. NFC will follow the Pay Raise Bulletin for whom they will process this pay adjustment for and who they exclude (Bypassed) is listed in the Bulletin. Bulletin lists the applicable NOA/AUTH depending on Pay Plan, NFC will follow the Pay Raise listing of NOA/AUTH for this Locality Update based on the applicable pay plans listed under "Personnel Action Processing Information" of the Bulletin.

NOAC 894/QWM/ZLM will update the Locality Table Code from 4RUS to the appropriate new Locality Table Code, process the Pay Adjustment, and display value in IR101/IR501 with the new Locality Table Code.

NOAC 894/QWM/ZLM will update the Locality Table Code from LRUS to the appropriate new Locality Table Code, process the Pay Adjustment, and display value in IR101/IR501 with the new Locality Table Code.

If the affected employee is not entitled to a 2021 pay adjustment action in Pay Period 01, but is entitled to a Locality Adjustment only due to the OPM Regulation and based on Agency Unique Requirements, NFC will process the following Personnel Actions (unless specified differently in requirements form):

NOAC 894/VGR will update the Locality Table Code from 4RUS to the appropriate new Locality Table Code, process the Locality Adjustment, and display value in IR101/501 with the new Locality Table Code.

EHRI: Locality pay area code "DM" will be used in EHRI for the new locality pay area.

| EHRI/LPA Code | Pay AREA |
|----------------------|-------------------------------------|
| DM | Des Moines-Ames-West Des Moines, IA |

☐ **Administrative Applications Systems Branch (AASB) Requirements**

"Not Applicable"

☐ **Payroll Web Systems Branch (PWSB) Requirements**

"Not Applicable"

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☐ **Administrative Web Systems Branch (AWSB) Requirements**

"Not Applicable"

☒ **Human Resources Applications Branch (HRAB) Requirements**

To meet the Office of Personnel Management's (OPM) mandate, the following changes are required within the EmpowHR System. OPM has established 1 new General Schedule Locality Pay areas and made changes to the definitions of existing locality pay areas. The regulations are effective for Pay Period 01, January 3, 2021. This change affects all NFC serviced agencies (Community-Wide) contained in EmpowHR.

Insert Locality Pay Areas in PS_GVT_LOCAREA_TBL and PS_Z_LP_GEOLOC2PAY for all Locality Pay Areas listed.

Run program ZLDCTRTB to allow EmpowHR to receive the file containing the active records from TMGT Table 016 (Geographical Location Table) to insert records into the PS_GVT_GEOLOC_TBL Table.

Process Nature of Action Code (NOAC) 894 against all impacted employees, once changes to Locality Tables and the Remark Table are completed.

☒ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief: **Date: 1/6/2021**
Josie Stovall, Acting Branch Chief

Signature of Web Requirements Branch Chief: **Date: 1/6/2021**
Amanda Nguyen, Branch Chief